

23 August 1951

MEMORANDUM FOR: [REDACTED]

25X1A9a

FROM :

SUBJECT : Report for Week of 20-25 August 1951

1. In response to my request, a machine run has been prepared by the Management Office listing all employees GS-5 and above who have entered on duty since 1 October 1950. This list is being checked against the attendance records for the three orientation courses given to date.

2. A finished draft of an illustration of "the National Intelligence Cycle", based on the lecture presented by Mr. Kirkpatrick at the last orientation course, has been prepared. It will be submitted to him for review prior to being reproduced and distributed to the Training Liason Officers. Miss [REDACTED] is preparing a diagram to be included in the finished paper.

25X1A9a

25X1A9a

3. In preparation for Mr. [REDACTED] joining the Training Staff, the files on the Bi-monthly Orientation course have been rearranged. The new arrangements should facilitate a review of this program.

25X1A9a

cc: [REDACTED]

25X1A9a

JOB NO. [REDACTED] FILED NO. [REDACTED] DOC. NO. 60 NO CHANGE  
IN CLASS [REDACTED] CHANGED TO: TS S C FET. JUST. 22  
NEXT REV DATE [REDACTED] 17979 REV. EWER 3 29 36 TYPEDOC. 02  
NO. PGS. 1 CREATION DATE [REDACTED] ONE COMP 11 OPI 11 ORG CLASS 4  
REV CLASS 4 REV COORD. AUTH: HR 70-3